

**EFFECTIVE**

June 1, 2013.

**Subject**

The title was changed from Human Services CS-138 Process to Personal Service Request Process (CS-138) to more clearly define the item as a process for requesting civil service permission to enter into a contract for personal services.

The Department of Civil Service was changed to the Michigan Civil Service Commission and CS was used throughout the document wherever civil service had been cited previously. The CS-138 section was retitled the Personal Service Request Process. CA was changed to Contract Administrator. Multi-year period was defined as the entire period of the agreement. Cumulative dollar amount was defined as the total contract value.

The text for preauthorized services was not changed however the text was moved to the second paragraph.

All references to the Administrative Handbook were removed with new instructions written on where to access current additional information needed to complete the CS-138 request.

The address for the civil service website and directions on how to retrieve a DHS form and complete it was removed. The language for preauthorized services was simplified.

The text for amendments did not change.

The location for the CS-138 crosswalk was updated, the contract office name was updated and a summary of the crosswalk was removed.

The address for civil service website was removed.

*Reason:* CPM 102 has been revised and reorganized.

*Communication Plan:* Publication announcement on DHS-Net What's New.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[CPM 102](#)